

Chief, Supply Division, OL
ATTN : Chief, Supply Operations Branch


Chief, Records Management Staff

Records Filing Area for Depot Stock Control Section, SOB

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1. Miss [REDACTED] Area Records Officer, for your office recently requested assistance on a filing problem involving the Voucher Files maintained by the Depot Stock Control Section.
2. The actual problem reduces itself to selecting the best method of filing and controlling the current Voucher Files, after the files for the Fiscal Years 1955 and 1956 have been selected for retirement. Personnel of your office estimated that about 200 linear feet of non current Voucher Files would be isolated for retirement and that provisions would have to be made for maintaining and controlling about 150 linear feet of current files.
3. Preliminary discussions included the possibility of converting to open shelf filing equipment to save floor space and man hours required to maintain the current accumulation of Voucher Files. However, after the selected filing area was evaluated shown in red pencil on attachment number 1, the conversion to shelf type equipment was abandoned. We found that an adequate quantity of shelf filing equipment would actually occupy 47% less floor space than 5 drawer legal size cabinets providing a comparable number of filing inches but, we also found this indicated savings could not be used to improve the filing area. This situation is attributed to the characteristics of the filing area. Alternate filing areas were examined but the same limiting factors were found to exist. Attachments 2 and 3 depict the comparative filing equipment arrangements for the filing area. The reasons stated above for rejecting the use of shelf filing equipment are obvious.
4. The arrangement of filing cabinets shown on attachment 3 provides adequate floor space for a centralized filing area for the Voucher Files, a work station for the file clerk and for work space available for use by Voucher File reviewers and auditors. You will note that a partial partition and a gate have been shown to restrict the filing area. The use of a partial partition approximately 42 inches high is recommended rather than the use of filing cabinets to inclose the area because of the resultant increase in floor space utilization.
5. Attachment 4 is a sketch of the proposed file clerk work station. The combination storage and sorting rack was designed to facilitate the work of your file clerk. I suggest, the work station be equiped with a telephone to permit direct requests for individual folders or for information available in the Voucher Files. Also, that the work station be situated adjacent to the gate in order that personal requests for individual folders may be serviced by the file clerk.

6. Although the use of shelf filing equipment does not appear to be beneficial under existing circumstances I believe you should consider it when planning your floor layouts for the new building. At such time as I may be of assistance to you please do not hesitate to call me.

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Attachments

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Mgt/s/RMS/:jml(11Jun.57)